Department of Personnel (DOP)

Course Schedule

September - December 2010

Development Services Division (DSD)

Registration

State Agencies
Please contact your Training Representative or Human Resource (HR) office.

Public Agencies & Higher Education
You may contact Washington State Department of Personnel directly or follow your agency's directive for training registration processing.

Cancellations
If you are registered and unable to attend, please contact your agency's Training Representative or Human Resource (HR) Office. Please ask them to cancel your registration with DOP. No shows and cancellations made after the "Cancel Date" will be charged.

Course Availability

Please contact your agency Training Representative or call (360) 664-1921 to check on seat availability. To get the most up-to-date course information, please visit**:**
http://www.dop.wa.gov/training/Pages/default.aspx

Reasonable Accommodation

Request an Accommodation: Please let us know if you require an accommodation, by e-mailing Jessicab@dop.wa.gov. All requests for accommodation must be received at least four weeks prior to the course date.

Disability parking: Persons with disabilities who have a disabled parking permit may park at metered parking for up to 8 hours free. If you are attending a class at the DSD Training Center you may also park in designated spaces, both in the front and back of the building.

Course Schedule publication options: This publication is available in alternate formats upon request.

Tips for Traveling

Public Transportation: Ride the Intercity Transit system for free with a *Starpass*. To get a *Starpass*, contact your agency's transportation coordinator.

HR
State of Washington

Development Services Division

Training Schedule   September - December 2010

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor

Leadership Development

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Basic Principles For a Collaborative Workplace (1/2 Day) (01-03-ZM34)	Olympia	Sep 16	8:00 -12:00	$100	Aug 31	Kristi Morrish
	Olympia	Nov 30	8:00 -12:00	$100	Nov 12	Kristi Morrish
Coaching: Bringing out the Best in Others (1/2 Day) (01-09-ZM52) **HRCI Approved**☑	Olympia	Oct 6	8:00 -12:00	$100	Sep 20	Stan Freeman
	Olympia	Dec 8	8:00 -12:00	$100	Nov 22	Stan Freeman
Giving & Receiving Constructive Feedback (1/2 Day) (01-03-ZM20)	Olympia	Sep 10	8:00 -12:00	$100	Aug 25	Stan Freeman
	Olympia	Nov 3	8:00 -12:00	$100	Oct 18	Stan Freeman
Handling Emotions Under Pressure (1/2 Day) (01-03-ZM37)	Olympia	Sep 1	8:00 -12:00	$100	Aug 16	Kristi Morrish
	Olympia	Nov 22	8:00 -12:00	$100	Nov 4	Kristi Morrish
Moving From Conflict To Collaboration (1/2 Day) (01-03-ZM54) **HRCI Approved**☑	Olympia	Oct 28	8:00 -12:00	$100	Oct 12	Kristi Morrish
	Olympia	Dec 14	8:00 -12:00	$100	Nov 26	Kristi Morrish
Performance & Development Plan (PDP) (1/2 Day) (01-09-M325) **HRCI Approved**☑	Olympia	Sep 14	8:00 -12:00	$85	Aug 27	Kris Brophy
	Olympia	Oct 19	8:00 -12:00	$85	Oct 1	Kris Brophy
	Olympia	Nov 17	8:00 -12:00	$85	Nov 1	Kris Brophy
	Olympia	Dec 9	8:00 -12:00	$85	Nov 23	Kris Brophy
Supervision Essentials-Phase I (3 Days) (01-09-M401)	Olympia	Sep 13-15	8:00 -4:30	$350	Aug 26	Mike Magno
	Olympia	Oct 25-27	8:00 -4:30	$350	Oct 7	Mike Magno
	Olympia	Nov 1-3	8:00 -4:30	$350	Oct 14	Mike Magno
	Olympia	Dec 13-15	8:00 -4:30	$350	Nov 25	Mike Magno
Supervision Essentials-Phase II (2 Days) (01-09-M402)	Olympia	Sep 21-22	8:00 -4:30	$210	Sep 3	Mike Magno
	Olympia	Nov 16-17	8:00 -4:30	$210	Oct 29	SPSCC Staff

Professional Development

Customer Service

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Customer Service (1 Day) (01-03-E059)	Olympia	Oct 26	8:00 -4:30	$100	Oct 8	Rick Lynch
	Olympia	Dec 16	8:00 -4:30	$110	Nov 30	Tonia Sugarman
Customer Service: Maintaining a Positive Attitude (1 Day) (01-03-E077)	Olympia	Nov 9	8:00 -4:30	$110	Oct 22	Jane Wood

Diversity

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Understanding the Diverse Workforce (1 Day) (01-14-EP50)	Olympia	Nov 2	8:00 -4:30	$110	Oct 15	Jan Dwyer

Government to Government

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Government to Government Training (1 Day) (01-03-SP14)	Olympia	Oct 19	8:30 -4:30	$110	Oct 1	Gordon James
	Port Angeles	Oct 26	8:30 -4:30	$110	Oct 8	Gordon James
	Tacoma	Dec 7	8:30 -4:30	$110	Nov 19	Gordon James
	Olympia	Dec 14	8:30 -4:30	$110	Nov 26	Gordon James

Training Schedule   September - December 2010

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Health & Safety						
First Aid Plus (1 Day) (01-07-EE58)	Olympia	Oct 4	8:00 -4:30	$95	Sep 16	Chico Patalano
Managing Job Stress (1 Day) (01-07-EE05)	Olympia	Dec 7	8:00 -4:30	$110	Nov 19	Deborah Jefferies
Violence in the Workplace (1 Day) (01-07-M206)	Olympia	Oct 13	8:00 -4:30	$110	Sep 27	Mike Magno
Interpersonal Communication						
Adult Learning Styles (1 Day) (01-03-EC23) **HRCI Approved**☑	Olympia	Oct 18	8:00 -4:30	$110	Sep 30	Jane Wood
Assertive Communication (2 Days) (01-03-E075)	Olympia	Sep 23-24	8:00 -4:30	$150	Sep 7	Jane Wood
	Olympia	Nov 15-16	8:00 -4:30	$150	Oct 28	Jane Wood
Basic Principles For a Collaborative Workplace (1/2 Day) (01-03-ZM34	Olympia	Sep 16	8:00 -12:00	$100	Aug 31	Kristi Morrish
	Olympia	Nov 30	8:00 -12:00	$100	Nov 12	Kristi Morrish
Communication Styles & Skills for Employees (2 Days) (01-03-E015)	Olympia	Oct 26-27	8:00 -4:30	$175	Oct 8	Vicki Legman
	Olympia	Nov 8-9	8:00 -4:30	$175	Oct 21	Jan Dwyer
Crucial Conversations (2 Days) (01-03-EC03) **HRCI Approved**☑	Olympia	Sep 28-29	8:00 -4:30	$375	Sep 10	Jane Wood
	Olympia	Nov 1-2	8:00 -4:30	$375	Oct 14	Doug Nathan
Emotional Intelligence (1 Day) (01-03-EC24)	Olympia	Oct 19	8:00 -4:30	$110	Oct 1	Karen Mathieson
Giving & Receiving Constructive Feedback (1/2 Day) (01-03-ZM20) **HRCI Approved**☑	Olympia	Sep 10	8:00 -12:00	$100	Aug 25	Stan Freeman
	Olympia	Nov 3	8:00 -12:00	$100	Oct 18	Stan Freeman
Handling Emotions Under Pressure (1/2 Day) (01-03-ZM37)	Olympia	Sep 1	8:00 -12:00	$100	Aug 16	Kristi Morrish
	Olympia	Nov 22	8:00 -12:00	$100	Nov 4	Kristi Morrish
Interpersonal Communication Skills (2 Days) (01-03-E008)	Olympia	Sep 23-24	8:00 -4:30	$155	Sep 7	Mike Magno
	Olympia	Nov 4-5	8:00 -4:30	$155	Oct 19	Mike Magno
Interpersonal Conflict Management (2 Days) (01-03-E00T) **HRCI Approved**☑	Olympia	Sep 28-29	8:00 -4:30	$160	Sep 10	Gael Treesiwin
	Olympia	Oct 5-6	8:00 -4:30	$160	Sep 17	Jan Dwyer
Moving From Conflict To Collaboration (1/2 Day) (01-03-ZM54) **HRCI Approved**☑	Olympia	Oct 28	8:00 -12:00	$100	Oct 12	Kristi Morrish
	Olympia	Dec 14	8:00 -12:00	$100	Nov 26	Kristi Morrish
Serving Difficult Clients (2 Days) (01-03-E006)	Olympia	Oct 6-7	8:00 -4:30	$160	Sep 20	Elmer Dixon
Train the Trainer Part 1: Designing Effective Training Programs (2 Days) (01-03-EC20) **HRCI Approved**☑	Olympia	Oct 28-29	8:00 -4:30	$190	Oct 12	Guila Muir
Train the Trainer Part 2: Basic Delivery Techniques (1 Day) (01-03-EC21) **HRCI Approved**☑	Olympia	Oct 14	8:00 -4:30	$120	Sep 28	Jane Wood

Training Schedule

September - December 2010

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Train the Trainer Part 3: Polishing Your Delivery Skills (1 Day) (01-03-EC22)	Olympia	Oct 7	8:00 -4:30	$120	Sep 21	Teena Kidder

Meetings & Facilitation

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Effective Meeting Management (1 Day) (01-14-M084)	Olympia	Oct 5	8:00 -4:30	$135	Sep 17	Cheryl Threatt
	Olympia	Dec 9	8:00 -4:30	$135	Nov 23	Peter Dahlin
Facilitator Skills Training (3 Days) (01-14-EP72)	Olympia	Oct 12-14	8:00 -4:30	$225	Sep 24	Cheryl Threatt
Mediation (2 Days) (01-14-EM01)	Olympia	Nov 15-16	8:00 -4:30	$145	Oct 28	Bianca Wulff

Personal Development

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Building Confidence, Competence, & Credibility (2 Days) (01-14-EPB6)	Olympia	Oct 7-8	8:00 -4:30	$135	Sep 21	JoAnn Nai-che
Facilitation Skills Advanced (2 Days) (01-14-EM02)	Olympia	Nov 16-17	8:00 -4:30	$175	Oct 29	Cheryl Threatt
Mediation (2 Days) (01-14-EM01)	Olympia	Nov 15-16	8:00 -4:30	$145	Oct 28	Bianca Wulff
Success Habits (1 Day) (01-14-EP04)	Olympia	Oct 25	8:00 -4:30	$110	Oct 7	Rick Lynch
Time Management (1 Day) (01-14-M094)	Olympia	Sep 29	8:00 -4:30	$110	Sep 13	Jan Harrison
	Olympia	Nov 2	8:00 -4:30	$110	Oct 15	Jan Harrison

Presentation & Training Design & Delivery

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Presentation Skills (2 Days) (01-03-E002)	Olympia	Oct 12-13	8:00 -4:30	$170	Sep 24	Judy Clark

Written Communications

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Clear Rule Writing (2 Days) (01-03-EW43) **HRCI Approved**☑	Olympia	Oct 5-6	8:00 -4:30	$360	Sep 17	Ginny Redish
Editing & Proofreading Skills (2 Days) (01-03-EW39)	Olympia	Oct 4-5	8:00 -4:30	$155	Sep 16	Virginia Given
Editing Skills Review (1 Day) (01-03-EW55)	Olympia	Nov 9	8:00 -4:30	$110	Oct 22	Teena Kidder
Grammar Review (2 Days) (01-03-EW28)	Olympia	Sep 23-24	8:00 -4:30	$155	Sep 7	Virginia Given
Grammar Review - Part 1(1 Day) (01-03-EW53)	Olympia	Nov 8	8:00 -4:30	$110	Oct 21	Virginia Given
Proofreading Skills Review (1 Day) (01-03-EW56)	Olympia	Dec 9	8:00 -4:30	$110	Nov 23	Teena Kidder
Punctuation Skills - Part 1 (1 Day) (01-03-EW57)	Olympia	Sep 21	8:00 -4:30	$110	Sep 3	Sharon Bridwell

Training Schedule   September - December 2010

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Punctuation Skills - Part 2 (1 Day) (01-03-EW58)	Olympia	Dec 13	8:00 -4:30	$110	Nov 24	Sharon Bridwell
Technical Writing: Editing Techniques (1 Day) (01-03-EW59)	Olympia	Nov 4	8:00 -4:30	$110	Oct 19	Sharon Bridwell
Technical Writing: Proofreading Techniques (1 Day) (01-03-EW60)	Olympia	Dec 6	8:00 -4:30	$110	Nov 18	Sharon Bridwell
Technical Writing: Tricks of the Trade (2 Days) (01-03-EW37)	Olympia	Oct 21-22	8:00 -4:30	$155	Oct 5	Sharon Bridwell
Writing Documents in Plain Talk (1 Day) (01-03-EW50)	Olympia	Sep 30	8:00 -4:30	$110	Sep 14	Virginia Given
	Olympia	Oct 29	8:00 -4:30	$110	Oct 13	Virginia Given
	Olympia	Nov 4	8:00 -4:30	$110	Oct 19	Jordan Peabody
	Olympia	Dec 15	8:00 -4:30	$110	Nov 29	Virginia Given
Writing Emails (1 Day) (01-03-EW64)	Olympia	Oct 21	8:00 -4:30	$110	Oct 5	Jordan Peabody
	Olympia	Dec 13	8:00 -4:30	$110	Nov 25	Jan Harrison
Writing for the Web (1 Day) (01-03-EW44)	Olympia	Oct 7	8:00 -4:30	$260	Sep 21	Ginny Redish
Writing Manuals (2 Days) (01-03-EW65)	Olympia	Oct 13-14	8:00 -4:30	$165	Sep 27	Rivas Hassell-Corbiell
Writing Minutes & Meeting Notes (1 Day) (01-03-EW19)	Olympia	Oct 28	8:00 -4:30	$110	Oct 12	Jordan Peabody
Writing Policies & Procedures (2 Days) (01-03-EW10) **HRCI Approved** ☑	Olympia	Nov 17-18	8:00 -4:30	$165	Nov 1	Jordan Peabody
Writing Skills (1 Day) (01-03-EW04)	Olympia	Oct 12	8:00 -4:30	$110	Sep 24	Sharon Bridwell
	Olympia	Dec 1	8:00 -4:30	$110	Nov 15	Sharon Bridwell

Government Efficiency

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Performance Management (1 Day) (01-14-GE12)	Olympia	Nov 1	8:00 -4:30	$110	Oct 14	Kelly Foster

Information Technology

Database Administration & Management

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Crystal Reports XI - Level 1 (2 Days) (01-04-T330)	Lacey	Oct 19-20	8:00 -4:30	$620	Oct 1	SPSCC Staff
Crystal Reports XI - Level 2 (2 Days) (01-04-T331)	Lacey	Dec 1-2	8:00 -4:30	$620	Nov 15	SPSCC Staff
SQL Query Tuning & Optimization (2 Days) (01-04-T662)	Lacey	Nov 3-4	8:00 -4:30	$785	Oct 18	SPSCC Staff
SQL Server 2008 Database Development (3 Days) (01-04-T675)	Lacey	Sep 14-16	8:00 -4:30	$985	Aug 27	SPSCC Staff

Training Schedule   September - December 2010

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
SQL Server 2008 Fundamentals (2 Days) (01-04-T684)	Lacey	Nov 1-2	8:00 -4:30	$620	Oct 14	SPSCC Staff
SQL Server 2008 Integration Services - SSIS (3 Days) (01-04-T676)	Lacey	Nov 22-24	8:00 -4:30	$1,125	Nov 4	SPSCC Staff
SQL Server 2008 Querying Transact SQL (2 Days) (01-04-T683)	Lacey	Oct 28-29	8:00 -4:30	$610	Oct 12	SPSCC Staff
SQL Stored Procedures (2 Days) (01-04-T275)	Lacey	Nov 29-30	8:00 -4:30	$620	Nov 11	SPSCC Staff

Developer Software

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
AJAX - Level 1 (2 Days) (01-04-T639)	Lacey	Dec 20-21	8:00 -4:30	$770	Dec 2	SPSCC Staff
ASP.NET 3.5 - Level 1 (3 Days) (01-04-T663)	Lacey	Oct 4-6	8:00 -4:30	$985	Sep 16	SPSCC Staff
ASP.NET 3.5 - Level 2 (3 Days) (01-04-T672)	Lacey	Dec 6-8	8:00 -4:30	$980	Nov 18	SPSCC Staff
ASP.NET 3.5 - Security (3 Days) (01-04-T700)	Lacey	Oct 25-27	8:00 -4:30	$990	Oct 7	SPSCC Staff
C# & Visual Basic - Level 2 (3 Days) (01-04-T659)	Lacey	Nov 8-10	8:00 -4:30	$990	Oct 21	SPSCC Staff
C# 2010 - Level 1 (3 Days) (01-04-T699)	Lacey	Oct 13-15	8:00 -4:30	$990	Sep 27	SPSCC Staff
Javascript Advanced (2 Days) (01-04-T317)	Lacey	Dec 1-2	8:00 -4:30	$575	Nov 15	SPSCC Staff
JavaScript Basics (3 Days) (01-04-T034)	Lacey	Sep 21-23	8:00 -4:30	$700	Sep 3	SPSCC Staff
Object-Oriented Analysis & Design - UML (4 Days) (01-04-T028)	Lacey	Nov 15-18	8:00 -4:30	$1,200	Oct 28	SPSCC Staff
Service Oriented Architecture - SOA (2 Days) (01-04-T660)	Lacey	Sep 14-15	8:00 -4:30	$750	Aug 27	SPSCC Staff
SharePoint Developer - Level 1 (3 Days) (01-04-T661)	Lacey	Sep 28-30	8:00 -4:30	$990	Sep 10	SPSCC Staff
Visual Basic 2010 - Level 1 (3 Days) (01-04-T697)	Lacey	Oct 18-20	8:00 -4:30	$990	Sep 30	SPSCC Staff
Visual Studio Team System 2010 - Level 1 (3 Days) (01-04-T698)	Lacey	Dec 13-15	8:00 -4:30	$990	Nov 25	SPSCC Staff

Geographic Information Systems

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
ArcGIS Desktop I: Getting Started with	Seattle	Sep 13-14	8:00 -4:30	$550	Aug 26	Cheryl Wilder

Training Schedule   September - December 2010

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
GIS (2 Days) (01-04-T653)	Seattle	Dec 2-3	8:00 -4:30	$550	Nov 16	Cheryl Wilder
ArcGIS Desktop II: Tools and Functionality (3 Days) (01-04-T654)	Seattle	Sep 15-17	8:00 -4:30	$770	Aug 30	Cheryl Wilder
	Seattle	Nov 3-5	8:00 -4:30	$770	Oct 18	Cheryl Wilder
	Seattle	Dec 6-8	8:00 -4:30	$770	Nov 18	Cheryl Wilder
ArcGIS Desktop III: Workflows & Analysis (2 Days) (01-04-T655)	Seattle	Nov 8-9	8:00 -4:30	$550	Oct 21	Cheryl Wilder
King County GIS Academy (5 Days) (01-04-T671)	Seattle	Oct 11-15	8:00 -4:30	$950	Sep 23	Cheryl Wilder

Hardware & Networks

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
A+ Certification Training (5 Days) (01-04-T017)	Lacey	Dec 13-17	8:00 -4:30	$1,100	Nov 25	SPSCC Staff
Cisco-Interconnecting Network Devices -ICND (5 Days) (01-04-T050)	Lacey	Sep 13-17	8:00 -4:30	$1,775	Aug 26	SPSCC Staff
Networking Essentials & IP Addressing (4 Days) (01-04-T552)	Lacey	Oct 12-15	8:00 -4:30	$960	Sep 24	SPSCC Staff
PowerShell Scripting (2 Days) (01-04-T650)	Lacey	Dec 9-10	8:00 -4:30	$730	Nov 23	SPSCC Staff
Wireless Networking: CWNA Certification (3 Days) (01-04-T214)	Lacey	Sep 22-24	8:00 -4:30	$1,000	Sep 6	SPSCC Staff

IT Governance

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
ITIL v3 Certification Course (3 Days) (01-04-T656)	Lacey	Oct 4-6	8:00 -4:30	$985	Sep 16	SPSCC Staff

Operating Systems

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
PowerShell Scripting (2 Days) (01-04-T650)	Lacey	Dec 9-10	8:00 -4:30	$730	Nov 23	SPSCC Staff
SharePoint Server 2007 Administration (3 Days) (01-04-T626)	Lacey	Sep 28-30	8:00 -4:30	$925	Sep 10	SPSCC Staff
Windows 7 Configuration (3 Days) (01-04-T701)	Lacey	Oct 18-20	8:00 -4:30	$975	Sep 30	SPSCC Staff
Windows Server 2008: Administration (5 Days) (01-04-T688)	Lacey	Nov 15-19	8:00 -4:30	$1,595	Oct 28	SPSCC Staff

Security

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Security+ (5 Days) (01-04-T255)	Lacey	Dec 6-10	8:00 -4:30	$1,375	Nov 18	SPSCC Staff

Training Schedule   September - December 2010

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
U of W Computer Forensic (Digital) Certificate Program (01-04-T670)	Tacoma	Oct 12, 25, Nov 08, 22, Dec 06, Jan 11, 24, Feb 07, 23, Mar 07, 28, Apr 11, 25, May 09 & 23	9:00 -4:00	$3,550	Sep 24	Michael Finnie
U of W IT Security Certificate Program (01-04-T669)	Tacoma	Oct 4, 18, Nov 01, 15, 29, Jan 03, 18, 31, Feb 14, 28, Apr 04, 18, May 02, 16 & 31	8:00 -4:30	$3,350	Sep 16	Robert Bunge
Wireless Security: CWSP Certification (2 Days) (01-04-T308)	Lacey	Oct 26-27	8:00 -4:30	$645	Oct 8	SPSCC Staff

Web Design

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Cascading Style Sheets: Fundamentals (2 Days) (01-04-T210)	Lacey	Oct 12-13	8:00 -4:30	$390	Sep 24	SPSCC Staff
Cascading Style Sheets: Mastering Web Design (3 Days) (01-04-T211)	Lacey	Nov 2-4	8:00 -4:30	$525	Oct 15	SPSCC Staff
Dreamweaver CS4 - Level 1 (2 Days) (01-04-T658)	Lacey	Sep 8-9	8:00 -4:30	$417	Aug 23	SPSCC Staff
	Lacey	Dec 14-15	8:00 -4:30	$417	Nov 26	SPSCC Staff
Dreamweaver CS4 - Level 2 (2 Days) (01-04-T673)	Lacey	Oct 26-27	8:00 -4:30	$417	Oct 8	SPSCC Staff
SharePoint Services for New Users (3 Days) (01-04-T627)	Lacey	Oct 5-7	8:00 -4:30	$500	Sep 17	SPSCC Staff
	Lacey	Nov 30, Dec 1-2	8:00 -4:30	$500	Nov 12	SPSCC Staff
Web Design & Usability Techniques (2 Days) (01-04-T084)	Lacey	Nov 8-9	8:00 -4:30	$420	Oct 21	SPSCC Staff
Web Page Design using SharePoint Designer 2007 (2 Days) (01-04-D632)	Lacey	Dec 9-10	8:00 -4:30	$370	Nov 23	SPSCC Staff

Hardware, Networks, Operating Systems

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Virtualization Technology (2 days) (01-04-T696)	Lacey	Nov 8-9	8:00 -4:30	$645	Oct 21	SPSCC Staff

PC End User

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Access 2007 - Level 1 (2 Days) (01-04-D472)	Lacey	Sep 20-21	8:00 -4:30	$255	Sep 2	SPSCC Staff
	Lacey	Nov 1-2	8:00 -4:30	$245	Oct 14	SPSCC Staff
	Lacey	Dec 14-15	8:00 -4:30	$245	Nov 26	SPSCC Staff

Training Schedule   September - December 2010

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Access 2007 - Level 2 (2 Days)	Lacey	Oct 21-22	8:00 -4:30	$245	Oct 5	SPSCC Staff
(01-04-D616)	Lacey	Dec 1-2	8:00 -4:30	$245	Nov 15	SPSCC Staff
Access 2007 - Level 3 (2 Days)	Lacey	Sep 14-15	8:00 -4:30	$260	Aug 27	SPSCC Staff
(01-04-D645)	Lacey	Dec 16-17	8:00 -4:30	$260	Nov 30	SPSCC Staff
Access 2007 VBA (3 Days)	Lacey	Oct 5-7	8:00 -4:30	$540	Sep 17	SPSCC Staff
(01-04-D668)						
Acrobat 9 (2 Days) (01-04-D646)	Lacey	Sep 8-9	8:00 -4:30	$415	Aug 23	SPSCC Staff
	Lacey	Dec 7-8	8:00 -4:30	$415	Nov 19	SPSCC Staff
ActionScript 3.0 for Adobe Flash CS4 (2 Days) (01-04-D669)	Lacey	Sep 16-17	8:00 -4:30	$540	Aug 31	SPSCC Staff
Database Design for Mere Mortals (1 Day) (01-04-D658)	Lacey	Nov 10	8:00 -4:30	$215	Oct 25	SPSCC Staff
Drupal Web Sites - Level 1 (2 Days) (01-04-D670)	Lacey	Oct 7-8	8:00 -4:30	$440	Sep 21	SPSCC Staff
Excel 2007 - Level 1 (1 Day)	Lacey	Sep 24	8:00 -4:30	$135	Sep 8	SPSCC Staff
(01-04-D344)	Lacey	Oct 14	8:00 -4:30	$135	Sep 28	SPSCC Staff
	Lacey	Nov 3	8:00 -4:30	$135	Oct 18	SPSCC Staff
	Lacey	Nov 23	8:00 -4:30	$135	Nov 5	SPSCC Staff
	Lacey	Dec 13	8:00 -4:30	$135	Nov 25	SPSCC Staff
Excel 2007 - Level 1 for New Users	Lacey	Sep 14-15	8:00 -4:30	$250	Aug 27	SPSCC Staff
(2 Days) (01-04-D617)	Lacey	Oct 7-8	8:00 -4:30	$245	Sep 21	SPSCC Staff
	Lacey	Nov 9-10	8:00 -4:30	$245	Oct 22	SPSCC Staff
	Lacey	Dec 8-9	8:00 -4:30	$245	Nov 22	SPSCC Staff
Excel 2007 - Level 2 (2 Days)	Lacey	Sep 1-2	8:00 -4:30	$250	Aug 16	SPSCC Staff
(01-04-D618)	Lacey	Sep 27-28	8:00 -4:30	$250	Sep 9	SPSCC Staff
	Lacey	Oct 26-27	8:00 -4:30	$245	Oct 8	SPSCC Staff
	Lacey	Nov 29-30	8:00 -4:30	$245	Nov 11	SPSCC Staff
	Lacey	Dec 15-16	8:00 -4:30	$245	Nov 29	SPSCC Staff
Excel 2007 - Level 3 (2 Days)	Lacey	Sep 29-30	8:00 -4:30	$260	Sep 13	SPSCC Staff
(01-04-D630)	Lacey	Nov 9-10	8:00 -4:30	$245	Oct 22	SPSCC Staff
	Lacey	Dec 20-21	8:00 -4:30	$245	Dec 2	SPSCC Staff
Excel 2007 - Level 4 Power User (1 Day) (01-04-D643)	Lacey	Nov 18	8:00 -4:30	$135	Nov 2	SPSCC Staff
Expression Web (2 Days) (01-04-D251)	Lacey	Nov 22-23	8:00 -4:30	$280	Nov 4	SPSCC Staff
HTML: Creating Web Pages - Level 1 (1 Day) (01-04-D196)	Lacey	Oct 12	8:00 -4:30	$155	Sep 24	SPSCC Staff
Illustrator CS4 (2 Days) (01-04-D651)	Lacey	Nov 16-17	8:00 -4:30	$409	Oct 29	SPSCC Staff

Training Schedule   September - December 2010

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
InDesign CS4 - Level 1 (2 Days) (01-04-D647)	Lacey	Dec 16-17	8:00 -4:30	$415	Nov 30	SPSCC Staff
InDesign CS4 - Level 2 (2 Days) (01-04-D649)	Lacey	Sep 21-22	8:00 -4:30	$415	Sep 3	SPSCC Staff
Office 2007 (2 Days) (01-04-D613)	Lacey	Sep 16-17	8:00 -4:30	$255	Aug 31	SPSCC Staff
	Lacey	Oct 28-29	8:00 -4:30	$255	Oct 12	SPSCC Staff
	Lacey	Dec 16-17	8:00 -4:30	$255	Nov 30	SPSCC Staff
Outlook 2007 - Level 1 (1 Day) (01-04-D619)	Lacey	Dec 7	8:00 -4:30	$135	Nov 19	SPSCC Staff
Outlook 2007 - Level 2 (1 Day) (01-04-D620)	Lacey	Oct 14	8:00 -4:30	$135	Sep 28	SPSCC Staff
Outlook Quick Tips (1/2 Day) (01-04-D655)	Lacey	Nov 2	8:00 -12:00	$75	Oct 15	SPSCC Staff
Photoshop CS4 - Level 1 (2 Days) (01-04-D644)	Lacey	Sep 29-30	8:00 -4:30	$417	Sep 13	SPSCC Staff
Photoshop CS4 - Level 2 (2 Days) (01-04-D648)	Lacey	Oct 5-6	8:00 -4:30	$415	Sep 17	SPSCC Staff
PowerPoint 2007 - Level 1 (1 Day) (01-04-D621)	Lacey	Oct 7	8:00 -4:30	$135	Sep 21	SPSCC Staff
	Lacey	Dec 3	8:00 -4:30	$135	Nov 17	SPSCC Staff
PowerPoint 2007 - Level 2 (1 Day) (01-04-D622)	Lacey	Oct 21	8:00 -4:30	$135	Oct 5	SPSCC Staff
Project 2007 (3 Days) (01-04-D614)	Lacey	Oct 26-28	8:00 -4:30	$425	Oct 8	SPSCC Staff
Project 2007 - Application (1 Day) (01-04-D652)	Lacey	Oct 21	8:00 -4:30	$235	Oct 5	SPSCC Staff
Publisher 2007 (1 Day) (01-04-D638)	Lacey	Oct 19	8:00 -4:30	$140	Oct 1	SPSCC Staff
SharePoint Services for New Users (3 Days) (01-04-T627)	Lacey	Oct 5-7	8:00 -4:30	$500	Sep 17	SPSCC Staff
	Lacey	Nov 30, Dec 1-2	8:00 -4:30	$500	Nov 12	SPSCC Staff
Visio 2007 - Level 1 (2 Days) (01-04-D624)	Lacey	Sep 28-29	8:00 -4:30	$320	Sep 10	SPSCC Staff
Web Page Design using SharePoint Designer 2007 (2 Days) (01-04-D632)	Lacey	Dec 9-10	8:00 -4:30	$370	Nov 23	SPSCC Staff
Windows 7 For New Users (1/2 Day) (01-04-D654)	Lacey	Oct 13	8:00 -12:00	$89	Sep 27	SPSCC Staff
Word 2007 - Level 1 (1 Day) (01-04-D615)	Lacey	Oct 4	8:00 -4:30	$135	Sep 16	SPSCC Staff
	Lacey	Nov 4	8:00 -4:30	$135	Oct 19	SPSCC Staff

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Word 2007 - Level 2 (1 Day)	Lacey	Oct 8	8:00 -4:30	$135	Sep 22	SPSCC Staff
(01-04-D623)	Lacey	Dec 6	8:00 -4:30	$135	Nov 18	SPSCC Staff
Word 2007: Forms, Macros & XML (1 Day) (01-04-D640)	Lacey	Sep 20	8:00 -4:30	$145	Sep 2	SPSCC Staff
Word 2007: Managing Long Documents (1 Day) (01-04-D639)	Lacey	Sep 30	8:00 -4:30	$145	Sep 14	SPSCC Staff
Word 2007: Mastering Mail Merge	Lacey	Sep 27	8:00 -12:00	$75	Sep 9	SPSCC Staff
(1/2 Day) (01-04-D665)	Lacey	Nov 1	8:00 -12:00	$75	Oct 14	SPSCC Staff
	Lacey	Dec 10	8:00 -12:00	$75	Nov 24	SPSCC Staff

HRMS Training

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
HRMS Basics (1/2 Day) (01-04-H019)	Olympia	Oct 6	8:00 -12:00	$0	Sep 20	DOP Staff
HRMS Employee Hiring, and Processing (2 Days) (01-04-H008)	Olympia	Oct 20-21	8:00 -4:30	$0	Oct 4	DOP Staff
HRMS Garnishments (1/2 Day) (01-04-H009)	Olympia	Nov 1	8:00 -12:00	$0	Oct 14	DOP Staff
HRMS Maintaining Payroll Master Data (2 Days) (01-04-H010)	Olympia	Nov 9-10	8:00 -4:30	$0	Oct 22	DOP Staff
HRMS Organizational Management (2 Days) (01-04-H011)	Olympia	Oct 12-13	8:00 -4:30	$0	Sep 24	DOP Staff
HRMS Payroll & Reports (1 Day)	Olympia	Sep 9	8:00 -4:30	$0	Aug 24	DOP Staff
(01-04-H003)	Olympia	Dec 14	8:00 -4:30	$0	Nov 26	DOP Staff
HRMS Personnel Time Recording (1/2 Day) (01-04-H013)	Olympia	Oct 6	1:00 -4:30	$0	Sep 20	DOP Staff
HRMS Quotas (1 Day) (01-04-H037)	Olympia	Sep 21	8:00 -4:30	$0	Sep 3	DOP Staff
	Olympia	Dec 7	8:00 -4:30	$0	Nov 19	DOP Staff

Project Management Training

Project Management Electives

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Agile & Lean for the IT Office (1 Day) (01-14-P028)	Lacey	Oct 28	8:00 -4:30	$250	Oct 12	SPSCC Staff
Agile & Lean Office Value Stream Mapping (2 Days) (01-14-P027)	Lacey	Nov 16-17	8:00 -4:30	$490	Oct 29	SPSCC Staff
Certified Associate in Project Management (CAPM) Preparation (4 Days) (01-14-P026)	Lacey	Dec 14-17	8:00 -4:30	$940	Nov 26	SPSCC Staff
Project 2007 (3 Days) (01-04-D614)	Lacey	Oct 26-28	8:00 -4:30	$425	Oct 8	SPSCC Staff

Training Schedule

September - December 2010

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Project 2007 - Application (1 Day) (01-04-D652)	Lacey	Oct 21	8:00 -4:30	$235	Oct 5	SPSCC Staff
Project Management: 5 Scalable Steps to Success (1/2 Day) (01-14-P031)	Lacey	Sep 23	8:00 -12:00	$155	Sep 7	SPSCC Staff
SharePoint for Project Management (3 Days) (01-04-T679)	Lacey	Sep 21-23	8:00 -4:30	$875	Sep 3	SPSCC Staff

Project Management Certificate Program

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
IT Project Management Overview (2 Days) (01-04-T547)	Lacey	Oct 6-7	8:00 -4:30	$375	Sep 20	SPSCC Staff
Project Communications Management (2 Days) (01-14-P019)	Lacey	Oct 25-26	8:00 -4:30	$365	Oct 7	SPSCC Staff
Project Deliverables Seminar (2 Days) (01-14-P021)	Lacey	Oct 20-21	8:00 -4:30	$465	Oct 4	SPSCC Staff
Project Execution, Control & Closure (2 Days) (01-14-P017)	Lacey	Nov 17-18	8:00 -4:30	$365	Nov 1	SPSCC Staff
Project Initiation & Planning (2 Days) (01-14-P015)	Lacey	Nov 2-3	8:00 -4:30	$365	Oct 15	SPSCC Staff
Project Leadership and Team Management (2 Days) (01-14-P018)	Lacey	Oct 14-15	8:00 -4:30	$365	Sep 28	SPSCC Staff
Project Management Essentials (2 Days) (01-14-P007)	Lacey	Sep 21-22	8:00 -4:30	$375	Sep 3	SPSCC Staff
	Lacey	Dec 1-2	8:00 -4:30	$375	Nov 15	SPSCC Staff
Project Management for Business Process Analysis (2 Days) (01-14-P022)	Lacey	Nov 15-16	8:00 -4:30	$365	Oct 28	Dave Pratt
Project Performance Measurement (2 Days) (01-14-P024)	Lacey	Oct 28-29	8:00 -4:30	$365	Oct 12	SPSCC Staff
Project Quality Management (1 Day) (01-14-P016)	Lacey	Sep 27	8:00 -4:30	$230	Sep 9	SPSCC Staff
Project Requirements: Development & Management (2 Days) (01-14-P014)	Lacey	Sep 14-15	8:00 -4:30	$365	Aug 27	SPSCC Staff
Project Risk Management (2 Days) (01-14-P020)	Lacey	Nov 9-10	8:00 -4:30	$365	Oct 22	SPSCC Staff

Risk Management

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Drug Free Workplace (1/2 Day) (01-07-EE59)	Olympia	Nov 10	8:00 -12:00	$75	Oct 25	Chico Patalano
Ethics in State Government (1/2 Day) (01-14-EPF2) **HRCI Approved** ☑	Olympia	Oct 26	8:00 -12:00	$75	Oct 8	Wally Vlasak
	Olympia	Dec 1	8:00 -12:00	$75	Nov 15	Wally Vlasak

Training Schedule   September - December 2010

Course Title	Location	Date	Time	Cost	Cancel Date	Instructor
Interpersonal Conflict Management	Olympia	Sep 28-29	8:00 -4:30	$160	Sep 10	Gael Treesiwin
(2 Days) (01-03-E00T)	Olympia	Oct 5-6	8:00 -4:30	$160	Sep 17	Jan Dwyer
Sexual Harassment Awareness &	Olympia	Oct 20	8:00 -12:00	$75	Oct 4	Betsy BeMiller
Prevention (1/2 Day) (01-14-ER03) **HRCI Approved** ☑	Olympia	Nov 8	8:00 -12:00	$75	Oct 21	Chico Patalano
Sexual Harassment, Diversity & Ethics	Olympia	Oct 29	8:00 -4:30	$110	Oct 13	Betsy BeMiller
(1 Day) (01-14-ER02)	Olympia	Dec 2	8:00 -4:30	$110	Nov 16	Kellye Wise
Supervision Essentials-Phase I	Olympia	Sep 13-15	8:00 -4:30	$350	Aug 26	Mike Magno
(3 Days) (01-09-M401)	Olympia	Oct 25-27	8:00 -4:30	$350	Oct 7	Mike Magno
	Olympia	Nov 1-3	8:00 -4:30	$350	Oct 14	Mike Magno
	Olympia	Dec 13-15	8:00 -4:30	$350	Nov 25	Mike Magno
Understanding Discrimination, Harassment & Violence in the Workplace (1 Day) (01-14-EP69)	Olympia	Nov 9	8:00 -4:30	$110	Oct 22	Betsy BeMiller
Understanding the Diverse Workforce (1 Day) (01-14-EP50)	Olympia	Nov 2	8:00 -4:30	$110	Oct 15	Jan Dwyer
Violence in the Workplace (1 Day) (01-07-M206)	Olympia	Oct 13	8:00 -4:30	$110	Sep 27	Mike Magno